

[CLICK HERE FOR BOARD LETTER](#)

[CLICK HERE FOR
SUPERVISOR MOLINA'S MOTION](#)



DAVID SANDERS,
Ph.D.
Director

County of Los Angeles
DEPARTMENT OF CHILDREN AND FAMILY SERVICES

425 Shatto Place, Los Angeles, California 90020
(213) 351-5602

June 3, 2003

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Dear Supervisors:

Board of Supervisors
GLORIA MOLINA
First District
YVONNE BRATHWAITE BURKE
Second District
ZEV YAROSLAVSKY
Third District
DON KNABE
Fourth District
MICHAEL D. ANTONOVICH
Fifth District

FAMILY RECEPTION AND CONFERENCING CENT
APPROVE USE AND REFURBISHMENT OF FORMER PARAMOUNT
HEALTH CENTER AND RELATED APROPRIATION ADJUSTMENT
SUPERVISORIAL DISTRICT 4
3 VOTES

JOINT RECOMMENDATION WITH THE CHIEF ADMINISTRATIVE OFFICER THAT
YOUR BOARD:

1. Approve the use of the former Paramount Health Center located at 15312 Paramount Blvd., Paramount, California for use as the Department of Children and Family Services Family Reception and Conferencing Center.
2. Find that the project is categorically exempt under the California Environmental Quality Act Guidelines, Sections 15301(a), 15311(b) and 15332 and under Class 1(d), Class 1(n) and Class 11(f) of the County of Los Angeles Environmental Document Reporting Procedures and Guidelines adopted by your Board on November 17, 1987.
3. Authorize the refurbishment of the former Health Center and establish Capital Project No. 86618 for the project.
4. Approve the Appropriation Adjustment, Attachment A, to transfer \$680,000 from the MacLaren Children's Center (MCC) FY 2002-03 Adopted Budget to the FY 2002-03 Capital Project/Refurbishment Budget to provide funding for the refurbishment financed by net County cost (NCC).

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Approval of the recommended actions will allow for the refurbishment of the former Paramount Health Center and redirect its use as a Department of Children and Family Services (DCFS) Family Reception and Conferencing Center in Service Planning Area 7.

The primary purpose of the Family Reception and Conferencing Center is to provide a 24 hours a day/7 days a week operational location where children can wait in a comfortable setting while DCFS social work staff perform the necessary administrative activities to identify and legally clear an appropriate placement. An equally important feature of the Center is to provide space for multi-disciplinary and multi-agency collaboration in the placement and permanency planning of children under the DCFS auspices.

Approximately 4,500, or one-third of the foster children in Los Angeles County, have been in non-relative care for more than two years. There is an urgent need to develop individual service plans, identify services and move toward permanence through reunification (the most common permanency option), relative care guardianship (the second most common form of permanence), or adoption for children who cannot find permanence within extended family.

The Department is implementing this new mode of service delivery in child welfare designed to improve the transition between a child's removal from his or her home due to abuse or neglect and an initial placement plan. The Family Reception and Conferencing Center decreases the trauma of removal by providing a comfortable, child-friendly place for the children, allowing the children's social worker to focus on finding the most appropriate placement. The current practice requires the social worker to supervise the children while trying to find a placement before the end of his/her shift and the child is exposed to the social worker's search for a placement. The proposed center would allow the social worker more time for screening, assessment, and permanency planning, resulting in a better placement and overall efficiency. It also provides a safe environment that ensures the children's dignity and provides for emotional support.

Children will be at the Family Reception and Conferencing Center less than 24 hours with the majority of placements to be arranged within 16 hours. The Department anticipates a population of ten to twelve children per day. The children will receive short-term supervision, appropriate health, mental health, and educational screenings and services to assist in permanency planning for the children.

The proposed refurbishment project includes the renovation of an approximately 3,500 square foot health clinic facility to be converted to a Family Reception and Conferencing Center. The planned Center is designed with rest quarters for as many as eight (8) children, provides workstation/business areas for 6 full-time staff and has conference rooms for groups of up to 18 persons. The design will include full bathroom/shower/infant

bathing facilities, limited food preparation, dining areas and family room/den. Supporting improvements include resurfacing an existing parking lot, providing an ADA parking stall and an accessible path of travel from the parking stall to the employee entrance and from the public sidewalk to the main entrance, modify/upgrade existing HVAC and electrical, and interior ADA upgrades. The proposed refurbishment project will be completed by the Internal Services Department.

IMPLEMENTATION OF STRATEGIC PLAN GOALS

These actions meet two of the County's Strategic Plan Goals: Organizational Effectiveness and Children and Families' Well-Being. An innovative concept, the Family Reception and Conferencing Center provides in-the-community service delivery by ensuring a safe setting for children awaiting initial placement through an efficient, effective protocol. Children will be emotionally assessed, have an opportunity to rest, shower/bath and have meals in a comforting setting designed for this purpose. As a conference site for meeting with other child welfare professionals, the community and extended family members, the Family Reception and Conferencing Center distinguishes the DCFS commitment to the collaborative process in seeking placements in the best interest of the child.

FISCAL IMPACT/FINANCING

The Paramount Health Center is a closed health clinic facility owned by the County with no current plans to reopen as health clinic. Therefore, no leases and rents costs are applicable.

The estimated cost of the refurbishment project is \$680,000. The Request for Appropriation Adjustment, Attachment A, will transfer appropriation and net County cost from MCC's FY 2002-03 Adopted Budget to Capital Project No. 86618 in the FY 2002-03 Capital Project/Refurbishment Budget. The cost of the project will be fully funded by NCC. The MCC FY 2002-03 Adopted Budget includes sufficient NCC for this project.

OPERATING BUDGET IMPACT

DCFS and the Chief Administrative Office have reviewed the anticipated operating requirements for the project and are estimating ongoing annual operating budget impact of \$5.9 million to operate three reception/family conferencing centers. This includes costs for 90 DCFS staff, a small number of staff from other County departments, utilities, telecommunications, maintenance, various supplies, etc. Sufficient funding for these ongoing operational costs for three centers is included in the FY 2003-04 Proposed County Budget.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

In a review of Child Welfare Services "Best Practices" and the Association of Community Human Services Agencies (ASCHA) model assessment system, DCFS developed a concept paper for the Family Reception and Conferencing Center as a child friendly facility model where children can be brought to wait (less than 24 hours) while their social workers locate a relative or other appropriate shelter placement.

In January 2003 DCFS shared this Concept Paper at a presentation to the Board Deputies and began to explore facilities/sites for child reception and family/relatives conferencing that were County owned or that could be leased by County. The CAO Real Estate Division assisted DCFS in locating the closed 3,442 sq/ft. Paramount Health Center, located at 15312 S. Paramount Boulevard, Paramount, California, as a viable facility for these purposes.

In April, 2003 the Internal Services Department, Alterations and Improvement Division provided the CAO and DCFS with the Paramount Health Center Building Assessment Estimate #2975-03, Attachment B.

Upon your approval, the ISD, CAO and DCFS will develop a 100 day construction schedule to refurbish the former Paramount Health Center into the DCFS Family Reception and Conferencing Center.

ENVIRONMENTAL DOCUMENTATION

The proposed project has been reviewed and determined to be categorically exempt under CEQA Guidelines, Sections 15301(a), 15311(b) and 15332 and under Class 1(d), Class 1(n) and Class 11(f) of the County of Los Angeles Environmental Document and Guidelines adopted by your Board on November 17, 1987. A Notice of Exemption will be filed with the County Clerk.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

As the former Paramount Health Center is a vacant facility with no other plans for its use, there is no impact to current services. The DCFS Family Reception and Conferencing Center is developed as part of a new concept in service delivery and commences with the opening of the facility. Hence, the refurbishment has no current impact to DCFS operations.

CONCLUSION

The Honorable Board of Supervisors
June 3, 2003
Page 5

Please return one adopted copy of this letter to the Chief Administrative Office, Capital Projects Division and the Department of Children and Family Services.

Respectfully submitted,

DAVID SANDERS, Ph.D.
DIRECTOR

DAVID E. JANSSEN
Chief Administrative Officer

DS:PFV:wc

Attachment (2)

c: County Counsel
Internal Services Department

COUNTY OF LOS ANGELES

REQUEST FOR APPROPRIATION ADJUSTMENTDEPT'S
NO. 350

DEPARTMENT OF Children and Family Services

19

AUDITOR-CONTROLLER.

THE FOLLOWING APPROPRIATION ADJUSTMENT IS DEEMED NECESSARY BY THIS DEPARTMENT. WILL YOU PLEASE REPORT AS TO ACCOUNTING AND AVAILABLE BALANCES AND FORWARD TO THE CHIEF ADMINISTRATIVE OFFICER FOR HIS RECOMMENDATION OR ACTION.

ADJUSTMENT REQUESTED AND REASONS THEREFOR

(3 VOTES)

Financial Sources:

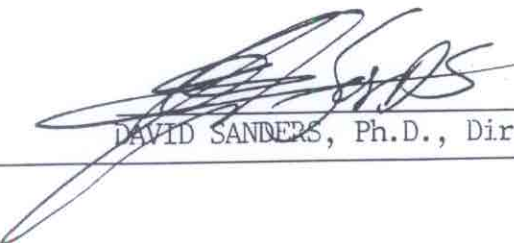
Department of Children & Family Services
Services and Supplies
A01-CH-26301-2000
\$680,000 Decrease Appropriation

Financial Uses:

Various Capital Projects/Refurbishments
Paramount Reception Center - DCFS (4)
Rfurb - Family Reception Center
Building & Improvements
A01-CP-86618-6014
\$680,000 Increase Appropriation

Justification:

This appropriation adjustment is to request to transfer funds from the McLaren Children's Center FY 2002-03 Adopted Budget to the FY 2002-03 Capital Project/Refurbishment Budget to establish Capital Project No. 86618 to provide funding for the refurbishment of the DCFS Family Reception and Conferencing Center.


 DAVID SANDERS, Ph.D., Director

CHIEF ADMINISTRATIVE OFFICER'S REPORT

 REFERRED TO THE CHIEF
ADMINISTRATIVE OFFICER FOR —

ACTION

APPROVED AS REQUESTED

AS REVISED

RECOMMENDATION

MAY 28, 2003 19

AUDITOR-CONTROLLER

BY

APPROVED (AS REVISED):
BOARD OF SUPERVISORS

CHIEF ADMINISTRATIVE OFFICER

19

NO. 263

MAY 28 2003

BY

DEPUTY COUNTY CLERK

SEND 5 COPIES TO THE AUDITOR-CONTROLLER

COUNTY OF LOS ANGELES
Internal Services Department

1100 North Eastern Avenue
Los Angeles, California 90063



United We Stand

JOAN OUDERKIRK
Director

TO ENRICH LIVES THROUGH EFFECTIVE AND CARING SERVICE

TELEPHONE: (323) 267-3445
FACSIMILE: (323) 780-9127

May 22, 2003

To: Michele Vercoutere, Assistant Division Chief
Chief Administrative Office

From: Tim Braden, Division Manager
Alterations and Improvement Division

Subject: **PARAMOUNT HEALTH CENTER BUILDING ASSESSMENT
ESTIMATE #2975-03**

This letter is in response to your request for an estimate for tenant improvements for the Department of Children and Family Services 23-Hour Children's Reception Center located at 15312 Paramount Blvd., Paramount California. This estimate is based on drawings dated March 20, 2003. Bob Ito, Electrical Estimator, Brian Roberts, HVAC Craft Expert and Doug Locklair, Project Manager conducted a walk through of the building with Mr. Vance Yen on March 31, 2003

Tenant Improvements:

Demolition Work:

- Remove approximately 400 sq. ft of walls in 5 locations to enlarge the rooms.
- Remove 9 sinks and remove/cap the plumbing as needed.
- Remove 1 toilet and plumbing as needed.
- Remove all casework on walls as shown on plans.
- Remove all existing egress lighting.
- Remove all existing hallway surface mounted light fixtures.
- Remove 1 office door and one hallway exit door.
- Cut and/or depress concrete slab for plumbing and tile installation as needed.
- Remove counter top in kitchen.
- Demo platform in new bathroom with tub.
- Remove all tiles in restrooms for new tub and shower.
- Demo existing ceilings in new conference room, rooms numbers 4 and 5, new children's multi-purpose rooms A and B.
- Remove all electrical phone/data wiring and outlets in children rooms 1-6, patch all holes as needed.

New construction work:

- Repair floor tiles, as needed where walls, casework, and sinks were removed, and any other areas of damage due to construction.
- Install new floor tiles in the kitchen, Multi-purpose room A, and room #6.
- Install carpet in business office, lobby, and group supervisor's office as shown on plans.
- Construct new restroom with tub, toilet and sink. Install new floor and wall tiles, color and types are not specified on plans.
- Construct new shower room as shown on plans. Install new floor and walls tiles, color and types are not specified on plans.
- Rework casework in new laundry room; add hot and cold water, drain and gas to accommodate new washer and dryer.
- Install new ceilings in conference room, rooms 4 and 5 and new children's multi-purpose rooms A and B.
- Install two windows for the children's multi-purpose rooms with Plexiglas. Install mini-blinds on both windows as specified on plans.
- Construct about 8' of floor to ceiling wall between interview room and multi-purpose room B.
- Close one doorway in the new conference room.
- Install new counter top in the kitchen. Reinstall cook top and sink in new counter.
- Supply one 1.5 cubic foot microwave oven.
- Install 6" X 24" view ports in doors, in rooms #1 through 6.
- Provide new phone/data and dedicated electrical outlets for the Group Supervisors, Public Health Nurse and three workstations in the business office. Dedicated power will require a new subpanel be installed.
- Provide intrusion alarm at the front and rear entrance and side doors.
- Provide panic push buttons in the interview and exam rooms.
- Provide key card access for the front/rear entrance doors and MCR/file server room.
- Provide delay exit alarm on the panic hardware to the side and rear doors.
- Remove all bulletin boards through out the facility and rehang as requested by DCFS.
- Modify HVAC ducts as needed for reconfigured rooms
- Install a Norstar Meridian telephone system. This system will include seven M7316 telephones and four Vodavi single line instruments, seventeen voice/data outlets as specified by ISD/ITS Premises Systems Engineering Section.
- Allow \$1,500 for signage at the front of building.

Site Work:

- Install new fans in 2 restrooms, shower and bathtub rooms.
- HVAC system routine maintenance; change fuses, filters and add refrigerant as needed.
- Clean and sanitize ductwork.
- Provide attic ventilation.
- Provide roof access ladder

- Repair termite/dry rot damaged on T-1-11 siding and repaint.
- Minor patching of roof. East side shows signs of leaking.
- Modify front and rear entrance, door hardware, restrooms, counters, drinking fountains, parking lot and patch of travel to comply with ADA requirements.
- Strip existing and wax all VCT flooring through out the building.
- Clean all existing cabinets inside and out. Clean all doors and frames.
- Seal and restrip parking lot.
- Remove payphone.
- Install new surface mounted light fixtures in hallways.
- Clean existing 2' X 4' fixtures and replace damaged diffusers as required.
- Provide new egress lighting at all exit ways.

Support Services:

- Supply asbestos abatement as needed.
- Supply lead abatement as needed.
- Supply architectural services.
- Plan check
- Permit fees

Estimated Cost for Tenant Improvements: \$557,400

ISD recommends the following items:

Site landscaping

This was not addressed in Langdon/Wilson functional assessment.

- Trim two trees in the front of the building
- Replace leaking irrigation valve.
- General clean-up front and rear of building.
- Remove two shrubs at the rear entrance.

Estimated Cost for Site Landscaping: \$7,000

Ceiling Replacement:

- Install new ceiling tiles through out the building.
- Paint the ceiling grid.

Estimated Cost for Ceiling Replacement: \$ 45,100

Floor Tiles Replacement

- Replace the floor tiles and cove base through out the building.
- Asbestos abatement as-needed for floor tile replacement

Estimated Cost for Floor Tile Replacement: \$ 40,200

This estimate is good for the 60 days. Any change in scope or unforeseen conditions will require a Cost revision. Please refer any future correspondence to **Estimate #2975-03**.

Because of the lack of complete plans and specifications, this estimate shall not be used as a bid. In the event that project bid documents are prepared, Facilities Operations Service would like to reserve the right to attend bidder conferences and submit a bid at the same time as other contractors or vendors.

Please send written correspondence to fax number (323) 780-9127.

If you have any questions, please feel free to contact me or Doug Locklair at (332) 267-2177

TB:dl

c: BIS File #06483
LACO #D390
Tom Tindall
Jay Justus
Tony Eng

AGN. NO.

MOTION BY SUPERVISOR GLORIA MOLINA

June 10, 2003

RELATED TO ITEM NO. 26

After the closure of MacLaren Children's Center as a result of a settlement with various advocacy groups, this Board was assured that alternative services would be provided to assist with better placement planning for children under the County's care. For the most part, this has been occurring. However, in a recent memorandum from the Department of Children and Family Services (DCFS) the Board was notified that in the month of May, 20 children spent more than 4 hours at the DCFS Command Post. Three of these children spent 24 hours at the same location. 13 children spent more than 12 hours at the Command Post Center.

The Command Post is not an appropriate location to house children for more than a few hours while a more permanent placement is found. That is why on today's agenda, the Department is recommending the creation of the first Reception Center in Paramount (Item No. 26).

The Department has also been given resources to provide emergency shelter beds to group homes. In addition, Permanency Placement Teams were established to avoid emergency placement situations by providing crisis stabilization services at group and

MOTION

Molina	_____
Yaroslavsky	_____
Knabe	_____
Antonovich	_____
Burke	_____

foster care homes whenever a placement may be disrupted. This Board was assured that they would function on 24-hour/seven-day-a week basis. According to the department, such permanency teams are only operating between 9:00 a.m. and 5:00 p.m. This has contributed to the problem of children waiting for long periods of time at the Command Post, this is unacceptable.

I, THEREFORE, MOVE that the Board of Supervisors:

1. Direct the Department of Children and Family Services to develop a plan to address potential personnel issues that may have caused children to remain at the Command Post for unacceptable periods of time. This plan is to be presented to the Board next week and should include proposed management actions; and

2. Direct DCFS to report on the utilization of emergency shelter beds provided by groups homes and foster care homes.

3. Immediately implement the permanency placement team on a 24-hour/7 day a week basis; and

4. Instruct the Chief Administrative Office and Internal Services Department to expedite the refurbishment of the Paramount Health Center into a reception center, including multiple shifts, that will assist with completing the project as soon as possible.